

## MILPERSMAN 1306-108

### ENLISTED MANNING INQUIRY REPORT (EMIR)

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1. **Purpose**. To provide procedures to units for submitting a Navy-wide Enlisted Manning Inquiry Report (EMIR).
2. **Policy**. All sea and shore activities, except submarines and submarine support staffs, will submit an EMIR message to report significant manning issues that directly impact operational readiness. Submarines and submarine support staffs, sea and shore, will report personnel deficiencies per fleet and force commanders' directives.
3. **EMIR Procedures**. The following procedures are applicable to the EMIR:
  - a. **Shortage Notification and Criteria**. The EMIR notifies the type commander and other personnel readiness stakeholders of a command's concern regarding significant enlisted personnel shortages affecting readiness. To warrant submission of an EMIR, the personnel shortage must meet one of the following categories:
    - (1) **Rating Manning**. Current onboard (COB) manning or projected onboard (POB) manning in the applicable rating or closed loop/transitory Navy enlisted classification (NEC) code meets the following criteria:
      - (a) rating supervisory shortfall of less than 70 percent manned, or
      - (b) gapped 1 of 1 authorized billets leading to readiness impact.
    - (2) **Critical NEC (CNEC)**. COB manning or POB manning for the CNEC does not meet approved Defense Readiness Reporting System - Navy (DRRS-N) CNEC threshold.

(3) **Readiness.** The commanding officer's assessment is that personnel shortage has a significant effect on unit readiness as reported in DRRS-N.

b. **EMIR Limitation.** The EMIR must not be used for reporting general manning shortfalls in the activity, or for reporting unplanned losses of personnel having no significant effect on unit readiness. These events should be communicated with the command's Navy Personnel Command placement coordinator.

c. **EMIR Submission.** Do not submit an EMIR until the Service members are a permanent loss from the activity. The appropriate loss entry must be submitted via Navy Standard Integrated Personnel System (NSIPS) to initiate appropriate personnel requisition.

## EXHIBIT 1

### SAMPLE ENLISTED MANNING INQUIRY REPORT

(Use the proper message format containing the following.)

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R XXXXXXZ MMM YY

FM USS JONES
TO RESPECTIVE TYCOM//N1// (APPROPRIATE CODE PER INFO ADRESSEE TABLE)
INFO COMUSFLTFORCOM NORFOLK VA//N14/N142/N143//
COMPACFLT PEARL HARBOR HI/N13// (PAC ONLY)
COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-4013/PERS-4016-XXXX
(APPROPRIATE DETAILER CODE)//
ISIC//
UNCLAS//N01306//
MSGID/GENADMIN/USMTF 2019/USS JONES (COMMAND PLAD)//
SUBJ/ENLISTED MANNING INQUIRY REPORT (EMIR) RCS BUPERS 1306-2
(#UIC#)//
REF/A/DOC/MILPERSMAN/01MAR2018//
AMPN/REF A IS MILPERSMAN 1306-108 ENLISTED MANNING INQUIRY REPORT.//
POC/(LAST NAME, FIRST AND LAST INITIALS)/(RANK)/(TITLE)/COMMAND NAME/
TEL: DSN _____/TEL: COM _____/EMAIL: _____)//
RMKS/1. ALPHA: QM Manning
BRAVO:  RATE    BA    COB    ACOB    POB4    POB9
        QMC      1     1     1     1     1
        QM1      1     1     0     0     0
        QM2      2     1     1     1     0
        QM3      3     0     1     1     1
        QMSN     0     1     1     1     1
        QM TOTAL  7     4     4     4     3
CHARLIE: QM1: QM1 Smith trf'd TEMDU NAVHOSP Portsmouth for
treatment.
DELTA: The lack of a QM1 fill will significantly impact (e.g.,
navigational capability, watch standing, experience, etc.) during
forthcoming deployment.//

BT
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